TrackOne - Technical Guidance Bulletin
TTGB – 2006-21

TO: Regional Operators
Indianapolis Private Industry Council
Regional Coordinators

FROM: Amy L. Smith-Rubeck, MA, LMHC
Director of Strategic Initiatives

DATE: April 9, 2007

SUBJECT: Recording the Highest Grade Completed in the TrackOne Case Management System

Background

The Indiana Department of Workforce Development (DWD) procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2007.

Recently, DWD received a question regarding the capturing of General Educational Development (GED) attainment information for participants who had not completed the 12th grade. DWD submitted this scenario to the U. S. Department of Labor for clarification and reporting guidance. The U. S. Department of Labor has indicated that the WIASRD field specifications are in error and will be modified per the following guidance in the new WISPR reporting system.

Purpose

The purpose of this Bulletin is to notify the TrackOne user community of a change to the Highest Grade Completed options in TrackOne per guidance received from the U. S. Department of Labor.

Mitchell E. Daniels, Jr., *Governor*
Andrew J. Penca, *Commissioner*

10 North Senate Avenue
Indianapolis, IN 46204-2277
www.workforce.IN.gov
An Economic Development Partner

Phone: 317.232.7670
Fax: 317.233.4793

Guidance

The Highest Grade Completed pick-list in TrackOne has been updated as a result of the guidance received from the U. S. Department of Labor. The specific change is highlighted:

Old Values	New Values
No Grade Completed	No Grade Completed
1st Grade	1st Grade
2nd Grade	2nd Grade
3rd Grade	3rd Grade
4th Grade	4th Grade
5th Grade	5th Grade
6th Grade	6th Grade
7th Grade	7th Grade
8th Grade	8th Grade
9th Grade	9th Grade
10th Grade	10th Grade
11th Grade	11th Grade
12th Grade/No Diploma	12th Grade/No Diploma
Completed 12th Grade and Attained HS Diploma	Completed 12th Grade and Attained HS Diploma
Completed 12th Grade and Attained GED	Attained GED
1 yr College/Tech/Voc School	1 yr College/Tech/Voc School
2 yrs College/Tech/Voc School	2 yrs College/Tech/Voc School
3 yrs College/Tech/Voc School	3 yrs College/Tech/Voc School
Bachelors Degree or Equivalent	Bachelors Degree or Equivalent
5+ yrs College/Mstr/PhD/Equiv	5+ yrs College/Mstr/PhD/Equiv
Certificate of Attendance/Completion-Disability	Certificate of Attendance/Completion-Disability
Other Post-Secondary Degree/Certification	Other Post-Secondary Degree/Certification
Associates Degree/Diploma	Associates Degree/Diploma

Questions concerning this Bulletin should be submitted to:

Amy L. Smith-Rubeck, MA, LMHC
Director of Strategic Initiatives
Indiana Department of Workforce Development
10 North Senate Ave
Indianapolis, IN 46204
Phone: 317-233-6078
Email: arubeck@dwd.IN.gov

TrackOne Technical Guidance Bulletin TTGB Number	Subject Matter
2006-21	Recording the Highest Grade Completed in the TrackOne Case Management System
2006-20	Collection of Equal Employment Opportunity Commission (EEOC) Data
2006-19	Protection of Clients' Personal Information in the TrackOne Case Management System
2006-18	Roles of DWD Staff, Regional Master Users & the TrackOne Help Desk for TrackOne Data Correction
2006-17	Youth Participants and Core Services
2006-16	Update to Protocol for Transferring Clients between Regions
2006-15	Case Notes and Service Notes in TrackOne
2006-14	Change to TTGB 2006-13, Entitled "Dual Data System Usage"
2006-13	Dual Data System Usage
2006-12	Youth Provider or Eligible Training Program Number
2006-11	Obligation Tracking in TrackOne
2006-10	Transferring a Participant from One Region to Another Region in TrackOne
2006-09	Use of Z Codes following Conversion to TrackOne
2006-08	WIA Tier Progression Documentation Requirements for TrackOne
2006-07	New Enrollments into TrackOne
2006-06	Clarifications and Additions to TTGB 2006-04 Entitled "Case Management System Usage"
2006-05	Data Correction Protocol
2006-04	Case Management System Usage
2006-03	Allowing Log on Capabilities for Case Managers Providing Services at Multiple Locations within One Region
2006-02	To Establish the Procedure for Removing Former Employees' Password Rights to the TrackOne Case Management System
2006-01	Youth Testing Requirements (Out-of-School)